

*****LMHA*****

PART II: SCOPE OF WORK AND SPECIAL CONDITIONS

**DESCRIPTION OF THE SERVICES AND SUPPORTS TO BE PROVIDED
UNDER THIS CONTRACT**

- I. During each fiscal year of the contract period, the Local Authority shall provide the services and supports identified in its approved Area Plan for the corresponding fiscal year.
- II. Throughout the contract period, the Local Authority shall also provide and/or do the following:

A. Description of the Population to be Served by the Local Agency:

The Local Authority shall provide and/or make available direct mental health services to persons residing within the Local Authority's geographic area. Services shall be provided "within legislative appropriations and required county matching funds", and in accordance with the most current priorities established by the State Board of Substance Abuse and Mental Health ("Board") pursuant to relevant provisions of the Utah Code, the Utah Administrative Code, and federal regulations.

B. Priorities of Treatment.

The Local Authority shall develop the priorities of treatment listed below. The Local Authority shall consider the two primary variables of immediacy of need and severity of the mental illness in developing the identified treatment priorities.

1. Effective and responsive crisis intervention, assessment, direct care, and/or referral programs available to all citizens,
2. The least restrictive and most appropriate treatment settings for:
 - a. Severely emotionally disturbed children and youth;
 - b. Seriously and persistently mentally ill adults, and
 - c. Acutely mentally ill children, youth and adults;
3. Services to emotionally disabled children, youth who are neither acutely nor severely mentally ill, but whose adjustment is critical for their future as well as for society in general,
4. Services to mentally ill adults and aged citizens who are neither acutely nor severely mentally ill, but whose adjustment is critical to their personal quality of life as well as for society in general, and
5. Consultation, educational, and preventative mental health services targeted at high-risk groups.

C. Program Qualifications:

All of the services required by this contract shall be provided by appropriately licensed programs and/or personnel.

D. Treatment Service Requirements:

The Local Authority shall provide a continuum of services as outlined in its approved Area Plan for each of the fiscal years covered by this contract. A copy of the Local Authority's current Area Plan will be maintained in the DHS/DSAMH office at 120 North 200 West, Room 209, Salt Lake City, Utah 84103.

1. Services provided by the Local Authority shall include:
 - a. Inpatient care and services,
 - b. Residential care and services,
 - c. Outpatient care and services,
 - d. 24-hour crisis care and services,
 - e. Psychotropic medication management,
 - f. Psychosocial rehabilitation services including vocational training and skills development,
 - g. Case management
 - h. Community supports and services, including
 - 1) in-home services,
 - 2) housing
 - 3) family support services,
 - 4) respite
 - 5) consultation and education services, including:
 - a) case consultation,
 - b) collaboration with other service agencies,
 - c) public education,
 - d) public information and
 - e) services to persons incarcerated in a county jail or other county correctional facility.
2. The Local Authority shall also provide mental health services to:
 - a. Residents who are indigent and who meet state criteria for serious and persistent mental illness or severe emotional disturbance, (services to this population shall include the institution of involuntary commitment proceedings with the district court),
 - b. Mentally ill persons under supervision and treatment who are committed into custody (whether or not they reside at the State Hospital), and
 - c. Patients released from an inpatient setting to a less restrictive treatment environment.
3. All treatment services provided under this contract shall be provided in accordance with current adopted Preferred Practice Guidelines:
<http://www.dsamh.utah.gov/practiceguidelines.htm>

E. Other Requirements and Provisions:

1. The Local Authority shall comply with current applicable requirements and provisions of the Utah Code, the Utah Administrative Code, and the Board, including but not limited to the following:
 - a. "Interlocal Cooperation Act;"
 - b. "Accounting Reports From Political Subdivisions, Interlocal, Organizations and Other Local Entities;"
 - c. "Uniform Fiscal Procedures for Special Districts Act;" and
 - d. "Local Mental Health Authorities-Responsibilities."
2. DHS/DSAMH may withhold funds otherwise allocated to the Local Authority to cover the costs of audits, attorneys' fees, and other expenditures associated with reviewing the expenditure of public funds by the Local Authority or its subcontractor(s), if there has been an audit finding or judicial determination that public funds have been misused by the Local Authority or its subcontractor(s).
3. The Local Authority shall comply (and shall require its subcontractor(s) to comply) with all directives issued by DHS/DSAMH regarding the use and expenditure of state and federal funds that the Local Authority receives from DHS/DSAMH for the purpose of providing mental health programs and services.
4. The Local Authority shall comply with the terms of any corrective action plan that may be initiated or required by DHS/DSAMH during the duration of this Contract.

F. Documentation and Data Requirements:

1. The provider shall maintain sufficient written documentation to substantiate provided services. The clinical record must be kept on file and be available for review by DHS/DSAMH upon request.
2. The Local Authority shall provide Outcome System Data and Information System Data to DHS/DSAMH on a quarterly basis. The Local Authority shall also submit a "quarterly" financial report to DHS/DSAMH detailing expenditures in "Treatment or Service Requirement" areas as described in the Area Plan.
3. Mental Health data shall be submitted as described in the most current fiscal year's DHS/DSAMH Data File Format and Data Dictionary. All items designated as "required" shall be submitted to DHS/DSAMH for every client admitted into treatment by the Local Authority and its sub-contractors.
4. The Mental Health Statistical Improvement Protocol (MHSIP) shall be administered as a point-in-time survey by every Local Authority. The survey shall be completed once by each client receiving services, during a continuous period as specified by DHS/DSAMH. The most current DHS/DSAMH approved instrument may replace this survey.

5. The Local Authority shall administer a child and youth survey once an instrument is specified by DHS/DSAMH.
6. All required data and reports shall be submitted to DHS/DSAMH according to the following schedule:

Quarter 1 ending September 30 will be due November 15;
Quarter 2 ending December 31 will be due February 15;
Quarter 3 ending March 31 will be due May 15;
Quarter 4 ending June 30 will be due August 15.
7. The Local Authority's failure to perform any of the above items or meet any of the above timelines without prior approval from DHS/DSAMH could result in the withholding of payments until the deficit has been corrected. DHS/DSAMH shall provide thirty-day written notice of intent to withhold payments on these grounds.
8. The Local Authority may request technical assistance from DHS/DSAMH to correct data deficiencies.
9. The Local Authority shall also cooperate with any DHS/DSAMH requests for special studies or research requests.

PART III: PERFORMANCE MEASURES AND CLIENT OUTCOMES

The Local Authority will provide all requested information and outcome data to DHS/DSAMH in the manner and within the time lines defined by DHS/DSAMH. The Local Authority shall also comply with the specific Performance Measures and/or Client Outcome requirements identified below:

1. **Client Centered Objectives.** Whenever a program or service covered by this Contract requires the development of client treatment plans, the treatment plans must include individualized treatment objectives that address the assessed needs of the client. The treatment plans must prescribe an integrated program of therapies, activities, and experiences to meet the client's treatment objectives and include reasonable measures to evaluate whether the client's treatment objectives are met.
2. **Customer or Client Satisfaction Surveys:** The Local Authority understands that DHS is committed to providing client-oriented services, and that DHS and DHS/DSAMH often conduct client-satisfaction surveys to ensure that services are appropriate for the clients served. The Local Authority and/or its subcontractor therefore agree to cooperate with all DHS and DHS/DSAMH-initiated client or customer feedback activities.
3. **National Outcome Measures:** The Local Authority agrees to cooperate with DHS/DSAMH in implementing any reporting requirements that may be necessitated by the publication of National Outcome Measures by the Substance Abuse and Mental Health Services Administration ("SAMHSA").